

Official PD #: **002536003**

Status: **Approved**

ARGONNE NATIONAL LABORATORY

POSITION DESCRIPTION

Title:	ALD-Physical, Biological & Comp Science	Division:	PBC
Occupational Discipline:		Cost Center:	273
		Grade:	806
Bargaining Unit:	Not Applicable	Security Clearance:	
Date Written:	8/1/1990 (Revised: 3/10/2005)	Draft PD #:	30146

No Incumbents

Basic Purpose

Provides senior leadership for the Laboratory's basic science programs in physics, chemistry, biology, materials science, nanoscience and mathematics and computer science. Oversees the Laboratory's educational outreach programs. Works with the Laboratory Director and the other Senior Management in setting general Laboratory objectives and works towards their implementation. Strengthens interactions with scientific user facilities, and applied science and technology areas of the Laboratory, and with appropriate outside partners. Provides primary basic science vision for the Laboratory, including identifying new research opportunities and recruiting outstanding scientists.

This position is subject to the Management Term Appointments Policy as defined in the Human Resources Policy and Procedure Manual, Section 2725.1, dated April 7, 2003.

Responsibilities

Safety, Security, and Environmental Protection: All activities, as they apply to work performed by self or by personnel under supervision, will be executed in compliance with ES&H and security responsibilities established by Argonne National Laboratory's ES&H policies, Safeguards and Security policies, work rules, and safe practices.

Rank	Major Action and Supporting Actions	Time
1	Provides vision and leadership for basic science activities at Argonne National Laboratory (ANL).	10%
2	Enables successful funding for programs under his/her direction; aids in recruiting outstanding scientists to the Laboratory.	10%

3	Contributes as a member of ANL senior management team.	10%
4	Is involved in setting national research directions and facilitating ANL`s response to these.	10%
5	Develops and maintains close interactions with other institutions and constituencies, including universities, industry and government agencies.	10%
6	Provides management oversight of PBCS divisions in (1) ES&H; (2) management and allocation of fiscal resources; (3) assurance of timely and effective performance; (4) selection and updating of major objectives and priorities within divisions and programs (5) long-range planning (6) development of program structure and content in relation to laboratory goals, capabilities and organization; (7) acceptance of a central role in the selection of PBCS division directors to assure high-quality leadership for divisional programs and personnel.	40%
7	Maintains a cognizance of national and international scientific activities, playing a role on advisory committees etc.	10%

This position description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties and responsibilities required of job incumbent. Consequently, job incumbent may be required to perform other duties as assigned.

Knowledge, Skills and Experience

Minimum Education/Experience Requirements:

See below.

Additional Requirements:

Comprehensive :

Knowledge of and high scientific reputation in one or more relevant scientific fields. Comprehensive ability to understand issues in a broad range of sciences. Comprehensive skill in identifying research opportunities and building complimentary partnerships with the University of Chicago and other institutions. Comprehensive management skills.

Considerable :

Considerable skill in oral and written presentation, in establishing effective interpersonal relationships, and in motivating multidisciplinary scientific and technical staff.

Other :

This level of knowledge and skill is typically achieved through advanced formal education through the doctorate level, extensive research experience in a specialized field, and several years experience in the management of scientific programs.

Additional Information

Work Environment

Office environment with frequent amounts of travel.

Equipment Operation

Major Challenges

- Obtaining support for existing programs and new initiatives.
- Attracting, developing and retaining outstanding employees.

Decision-Making Authority

Types of Decisions made by incumbent:

- Allocate PR-PDF funds.
- Approve staff hires.
- Approve pacesetter awards.
- Approve RIFs.
- Approve PR-Division restructuring.

Types of Decisions made by supervisor:

- Recommend ERF funding.
- Recommend Division Director hires.
- Recommend nominees for UC awards, E. O. Lawrence awards.

Work Relationships

Types of Contact	Internal/ External	Purpose of Contact
Laboratory Management	Internal	Policy development, strategic planning.
DOE	External	Program development and funding.
Research Managers	External	Cooperative program development.
Congress, OMB, OSTP, OTA	External	Inform regarding program development.
PR-DD`s	Internal	Programmatic guidance, strategic planning.

Work Direction

Direct Supervision of:

Position Title	# of Exempt Employees	# of Non- Exempt Employees
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Deputy ALD	1	0
Administrative Support	0	1
Division Directors	8	0
Deputy to the ALD	1	0

Indirect Reports:

Work Direction for:

Financial Dimensions

Total Annual Payroll: \$0.00

Description:

Overhead/Expenses: \$0.00

Description:

Research Program Budget: \$0.00

Description:

Other Information:

Other Information